

Annual Transmittal of State W-2 Forms Instructions

The DR 1093 Annual Transmittal of State W-2s should be filed in February for withholding taxes reported on W-2s for the prior calendar year.

If you are filing an amended return you are required to check the Amended Return box. A separate amended return must be filed for each period. The amended return must show all tax columns as corrected, not merely the difference(s). The amended return will replace the original return in its entirety.

Most entities are required to file an Annual Withholding Transmittal. Attach this form to the total withholding statements (W-2s) that were furnished to each payee.

- If you use the electronic method for filing (Revenue Online, www.Colorado.gov/revenueonline), you need only submit this form if an amount appears on 3A or 3B if required. Mail this form to the address shown below or file at revenue online.
- If you file paper W-2 statements, you must always attach this form before submitting. For additional information, see publication FYI Withholding 6.

Due Date—This form must be postmarked on or before:

- ACTIVE (OPEN) ACCOUNTS ... the last day in February following the end of the year in which withholdings were made.
- INACTIVE (CLOSED) ACCOUNTS ... within thirty (30) days of the business closure.

Should either due date fall on a weekend or holiday, it will be extended to the next business day.

Completing The Transmittal Form.

- Line 1:** Enter the total amount of state tax withheld from all Colorado employees per W-2s.
- Line 2:** Enter the total Colorado withholding payments you remitted. DO NOT INCLUDE PENALTY AND/OR INTEREST you paid.
- Line 3:** If amount on lines 1 and 2 are the same, enter a zero on line 6.
- Line 3A:** Additional tax—If line 1 is greater than line 2, complete lines 3A, 4, 5 and 6.
- Line 3B:** Tax Refund—If line 2 is greater than line 1, complete line 3B. A tax refund will be issued to you automatically

upon processing if form is filed timely, a review is not required, and there are no outstanding delinquencies on the account.

Line 4: Penalty—Enter 5% (.05) of tax due or \$5.00, whichever amount is greater, for any payment made after the due date, add 1/2% (.005) additional penalty for each additional month you are late up to a maximum of 12% of the tax due. The minimum late filing penalty is \$5.00.

Line 5: Interest—Enter the interest computed on the balance of the tax due if you are filing this return after the due date. Interest is due at the current statutory rate of .25% (.0025) for each month payment is received after the due date.

Line 6: Amount Owed—List the sum of lines 3A, 4 and 5—or zero, if instructed to do so from line 3.

MAIL TO AND MAKE CHECKS PAYABLE TO:

Colorado Department of Revenue
Denver CO 80261-0009

FOR YOUR RECORDS.

FILING PERIOD		
1. Total Colorado income tax withheld per W-2s.		00
2. Total Colorado income tax with held and paid during year.		00
3. A. ADDITIONAL TAX DUE		00
or		
B. TAX REFUND		00
4. PENALTY (see instructions)		00
5. INTEREST (see instructions)		00
6. Amount Owed	\$.00

DETACH FORM
ON THIS LINE

Photo Copy For Your Records

Cut here and send only the coupon below. Help us save time and your tax dollars.

DR 1093 Web (06/30/11)
COLORADO DEPARTMENT OF REVENUE
www.TaxColorado.com

**Colorado Department of Revenue Annual
Transmittal of State W-2 Forms**

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Account Number	Period	Due Date	Number of W-2s Attached	1000-130
Social Security Number 1	Social Security Number 2	FEIN	1. Total Colorado income tax withheld per W-2s.	00
Signed under penalty of perjury in the second degree.			2. Total Colorado income tax with held and paid during year.	00
Signature	Date	Phone ()	3. A. ADDITIONAL TAX DUE (100)	00
Check here if this is an Amended Return <input type="checkbox"/>			or	
			B. TAX REFUND (415)	00
			4. PENALTY (see instructions) (200)	00
			5. INTEREST (see instructions) (300)	00
			6. Amount Owed (355)	\$.00

The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.
(Do not write in space below)